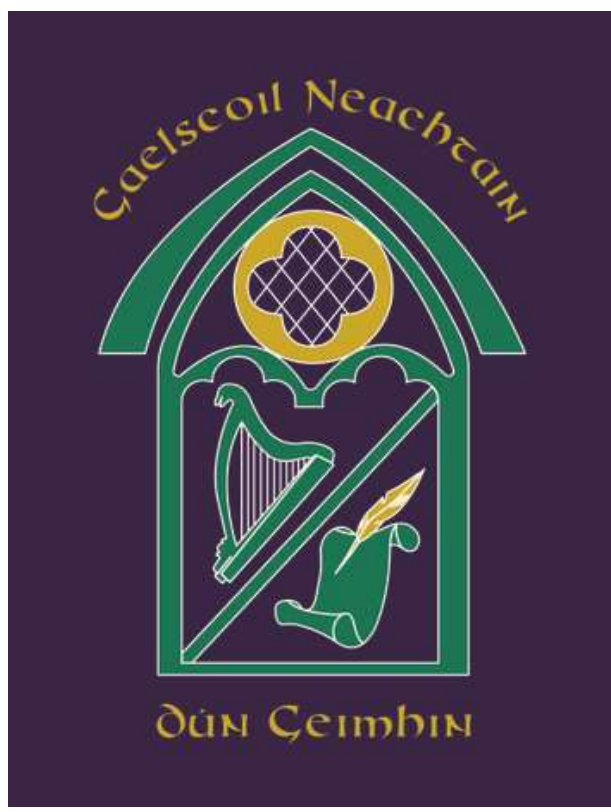


GAELSCOIL NEACHTAIN



POLASÁÍ D'ÍOMHÁNNA DIGITEACHA DIGITAL IMAGES POLICY

DIGITAL IMAGES POLICY

Introduction

The word 'images' is used here to include photographs, digital photographs, webcam, mobile phones, film and video recordings. Gaelscoil Neachtain believes that the responsible use of children's images can make a valuable contribution to the life and morale of the school. The use of photographs in school publicity materials can increase pupil motivation and help parents and the local community identify and celebrate the school's achievements. We only use images that the Principal and BOG consider suitable and which appropriately represent the range of activities the school provides and the values it adheres to. No images will be used which could be considered to put any child at increased risk.

Through this policy we aim to respect young people's and parents' rights of privacy and minimise the risks to which young people can be exposed through the misuse of images. The policy takes account of both data protection and child protection issues.

Data protection

Photographs and video images of pupils and staff are classed as personal data under the terms of the Data Protection Act 1998. We will not use images of identifiable individuals for school publicity purposes without the consent of either the individual themselves or, in the case of pupils, their parent, guardian or carer. General consent will be gained from parents at admission to Gaelscoil Neachtain.

General consent

This is requested through the completion of a photograph/filming permission slip. This is completed as part of the school's admission procedures. General consent is sought for using children's images for the purposes outlined in the paragraphs above. Consent can be withdrawn at any time by written request and this shall be detailed on the permission slip.

Child protection

We will only use images of children in suitable dress. The Principal and BOG will decide if images of some activities –such as sports or arts – are suitable without presenting risk of potential misuse. Any evidence of the use of inappropriate images, or the misuse of images, will be reported to the school's child protection designated teacher, Social Services and/or the police as appropriate. Individual pupils will not be named in conjunction with their image unless parental consent received and we will never use an image of a child who is subject to a court order or other safeguarding concerns. Staff and Governor Photographs may be displayed in the reception area unless any person specifically asked for their photograph not to be displayed.

School Website

We will adopt the same principles as outlined above when publishing images on the internet as we would for any other kind of publication or publicity material. However, the school recognises that there is no control over who may view images, and consequently a greater risk of misuse of images, via the internet. We will therefore give specific consideration to the suitability of images for use on the school's website.

Webcams and mobile phones

The school recognises that webcams and mobile phones can be used to take images without people's knowledge. If any webcam is in use, the area will be signposted so that people know the webcam is there before they enter that area. Misuse of mobile phones that can take and transmit images will be regarded as a breach of school discipline and dealt with accordingly. Such phones will not be allowed in areas where children are changing. Use of mobile phones as cameras will follow the same guidance as above.

External photographers and events

If the school invites or permits an external photographer to take photographs within school, we will:

- ☐ Provide a clear brief for the photographer about what is considered appropriate in terms of content and behaviour
- ☐ Not allow unsupervised access to children or one-to-one photo sessions at events.

The same conditions will apply to filming or video-recording of events. Photographs taken by journalists are exempt from the Data Protection Act as newspapers are subject to strict guidelines governing the press. Newspaper photographers may only take photos of children with permission from the school. If asked, the school will provide names and ages of children for publication in newspapers subject to parental consent. The general consent requested on the Admission Form includes general permission for newspaper photographs.

Parents and Carers

It is the policy of the School to allow Parents and Carers to take photographs and videos at school events. This applies to cameras, videos and mobile phones. If any parent does not wish their child to be photographed or recorded at school events, they must inform the principal in writing before any such event.

Parents are asked not to post pictures or videos of another child on social media without the consent of that child's parent/s.

MONITORING AND REVIEW

The BOG will monitor this policy every year.